

NEIGHBORHOOD BUILDING BLOCK INITIATIVE

January 10, 2018

BOARD MEMBERS PRESENT

Acting Cabinet Secretary, Cerron Cade, DEDO, Chair NBBF
Marlena Gibson
Aaron Goldstein, DOJ
Connie Holland, Director, OSPC
Sean Lugg, DOJ
Gregory Patterson, DOJ
Jim Sills

STAFF PRESENT

David Edgell, OSPC
Diane Laird, DEDO
Lawrence Lewis, DOJ
Linda Parkowski, Deputy Director DOS
Albert Roop, DOJ
Cindy White, NBBF Specialist

ALSO PRESENT

Savannah Edwards, AECOM
William Mayer, contractor
Calvin Williams
Lauren Good, KCI
Ronald Sykes, You're Not Alone
Shen Minear, YMCA of DE
Susan Herr, YMCA of DE
Erin Golden, HOPE
Tyler Berl, Housing Alliance of Delaware

LOCATION:

Division of Small Business, Development and Tourism at 99 Kings Hwy. Dover, Delaware

I. CALL TO ORDER:

The meeting was called to order 1:33 p.m., Wednesday, January 10, 2018 by Cerron Cade. A quorum was present. Cerron introduced Aaron Goldstein from the Department of Justice who will replace LaKresha Roberts as a Director on the board.

OLD BUSINESS:

II. Review minutes of November 16, 2017 meeting

Upon motion duly made by Connie Holland and seconded by Greg Patterson, the Board unanimously agreed to accept November 16, 2017 meeting minutes.

III. Discuss Request for Extension for awardee YMCAD-12-16 Herr

- Diane Laird acknowledged the presence of Susan Herr, the Executive Director of the Dover YMCA, and went on to discuss Ms. Herr's request for an extension on the 2017 project. Due to a timing error in processing the YMCA's draw request for a fall project, funds were not made available in time to fund the stated project. The scope of the project was a youth mentoring program, specifically designed for male youths, to run until summer 2018. Gathering youths for the proposed project was not going as expected, so the scope of the plan was changed to accommodate an after school program which will run until May 2018. This is actually shortening the project from August 2018, to May of 2018 and acknowledges the change in the original nature of the project.
- Cerron asked for a motion to add an addendum, stating the new scope of the project and the new timeline.
- Connie asked Ms. Herr for an explanation as to how the new project compares to the old and it was stated that the new project will offer a broader range of services compared to the previous project presented.
- Cerron again called for a motion to add an addendum to the YMCA of Dover's original grant agreement.
- Connie Holland then moved to approve an addendum based on receipt of performance metrics and new scope of project.

Upon motion duly made by Connie Holland and seconded by Greg Patterson, the Board unanimously agreed to approve the extension.

IV. Discuss Request for Extension, awardee NCPC-12-16-Smithers

- Diane Laird acknowledged that New Castle Prevention Coalition representative Sandra Smithers, was present to discuss extension of their previously awarded grant agreement. The extension would change a 12/31/17 deadline to February 15, 2018.
- Diane noted an attached timeline of the project (page 8) which outlined the reason for the extension request and detailed the delay in funding from our office.
- Ms. Smithers explained the delay in the completion of the solar security lighting project on their end which included a funding delay and a problem with their contractor (also present and disgruntled). Ms. Smithers went on to say that some administrative decisions (presented to the board in a packet delayed the project, particularly the roles of a project manager and a grant manager. Ms. Smithers also indicated the desire to switch contractors for completion of the project. If that was unacceptable, the Grantee would return any unused funds.
- Cerron asks if there is questions from the board
- Greg Patterson asked which part of the project was complete, Ms. Smithers discussed the current status of the project. Greg Patterson also asked about metrics of the work that has been completed. Ms. Smithers explained that as well. Connie Holland questioned Ms. Smithers about the previous participants, and their ability to move forward in the existing project. Ms. Smithers indicated that previous participants were anxious to complete the project they had begun.

- Cerron asked if there were any other questions from the board, Diane Laird asked if the February 15, 2018 completion date was realistic and Ms. Smithers felt that if the weather cooperated, the timeline was realistic.
- Cerron opened the floor to public questions at which time William Mayer, identified himself as the project manager and contractor for the NCPC lighting project.
- Mr. Mayer handed out a spreadsheet with documentation of his costs associated with the project and explained the nature of his concerns surrounding the non-payment of his costs, as well as his concerns with the NCPC project to date.
- Mr. Mayer indicated a mediator (Mr. K. Robinson) had been called in regarding the differences that have arisen between NCPC, Ms. Smithers and himself. Mr. Mayer discussed the questions and concerns presented to the mediator.
- Larry Lewis interjected he was the attorney for the NBBF Board and expressed that this board meeting was not the venue for Mr. Mayer to present his contractual dispute., That dispute should be resolved directly with the Grantee. Larry Lewis further indicated appreciation for Mr. Mayer taking the time to present us with the facts
- Connie Holland reiterated that in fact, it is not our position to decide who was right and who was wrong in the matter. She acknowledged understanding his dilemma, and stated that we are not a court of law and she would be uncomfortable voting on a decision to resolve the matter.
- Mr. Mayer asked what the public comment time was for and Connie Holland went on to explain the nature of public attendance, in that it often helps the board clarify the scope of each project during the decision process and gives the applicant a chance to strengthen necessary details to support their application.
- Cerron Cade thanked Mr. Mayer and asked Ms. Smithers if it would be better to move the February deadline to April, to avoid another meeting of the board in the event the weather does not cooperate. Ms. Smithers agreed that would be better.
- Aaron Goldstein offered Mr. Mayor the opportunity to summarize his arguments, Mr. Mayer did so and indicated that, in his opinion, it was mismanagement that caused the delay in completion of the project.
- Calvin Williams, a participant and team leader in the program also in the gallery, spoke up on behalf of Mr. Mayer, suggested that he was a neutral party but felt all concerns are legitimate. He felt there was real need to work out the details and continue the program as it was a worthwhile program.
- Greg Patterson reiterated our intent to extend the deadline and recapped our gratitude for all details presented and made the motion to extend the deadline.
- Cerron Cade recapped the extension details and asked again for the motion

Upon motion duly made by Greg Patterson, and seconded by Aaron Goldstein, the Board unanimously agreed to extend the deadline for NCPC to April 15, 2018.

V. Discuss process for review of 2018 NBBF applications

- Diane Laird led the discussion on how the Board will begin review of the current round of applications. Also, Cindy White was re-introduced as support specialist for Diane with regard of the new round of applications.
- The Board discussed whether June is a hard and fast deadline for application review given the fact that we have 83 applications this round.
- It was further discussed that perhaps a consistent meeting day would be beneficial to make scheduling more cohesive and stay on track with the bulk of applications to be reviewed.

- Cindy White reviewed the spreadsheet provided for Board members, and that every effort was being made to streamline the process with everyone's best interest at hand.
- Diane Laird suggested that we determine the order in which we want to move forward regarding application review and that would give us a starting point. Diane also recapped the various pieces of getting applications in front of board members. Staff asked that we select a process at today's meeting as to how to move forward.
- Gregg Patterson suggested numbering all applications, we discussed that numbering them in the order they appear on our spreadsheet and using that number on the agenda to indicate which applications are being reviewed at any given board meeting. Cindy agreed that would simplify the process a great deal.
- Gregg Patterson discussed the number of applications involved this round and the need to streamline the process was critical. It was noted that we needed to speed up the process as compared to last round. Suggested if we did it as previous round, may take most of the calendar year.
- Linda Parkowski suggested that perhaps Cindy and Diane could first review and potentially screen applications that do not qualify. Diane expressed concern around the fact that she nor Cindy are members of the board and do not have decision making authority.
- Greg and Cerron discussed that there may be incomplete applications and they should be rejected first. Mayor Sills added that we have a set of guidelines, goals and objectives that were developed last round and we should adhere to them as closely as possible.

VI. Discuss Administrative Matters

- The following metrics were identified as areas to focus on, to help speed up the application review process;
 - Incomplete Applications
 - Applications with no match
 - Applications to fund administrative costs
 - Applications to fund capital improvements
 - Previously funded programs that were new, and now looking for additional funds to continue their work
- Additionally, priority should be given to the following applications;
 - Applications \$10k or less
 - DDD applications
 - Partnership with other organizations
 - Criteria previously developed and used to make decisions during last round
- It was decided that the administration group would review applications, apply metrics however group and place all applications on the agenda for review. No decision to eliminate any application will be made outside the board.

VII. Additional Business

- Larry Lewis indicated a conflict of interest with two applicants, The Beau Biden Foundation (his wife is Executive Director) and The National Student Athletic League (Larry sits on the board). He asked the Board to review the list of applicants to determine any conflicts the board members may have.

- Discussed and decided that a half day meeting would be best in the beginning of the application review process and then determine how to move forward with remaining bulk of applications, at the next meeting.
- The next board meeting was scheduled for Thursday, February 1, 2018, located at 820 North French Street, 3rd floor Hearing Room, no. 398, Wilmington Delaware, from 9:30am – 2:00 pm.
- It was also discussed that the applicants would be involved in the next meeting and we should structure the agenda accordingly for those who will not be approved, based on predetermined metrics.

VIII. Public Comment

- A question was asked regarding planning projects and documentation of existing projects that are in the works. Connie responded that yes, we would want any documentation that would support the scope of the project.

The Board unanimously agreed to adjourn the meeting. Meeting adjourned at 3:00

Respectfully Submitted,
Cindy White, NBBF Support Specialist

CC: Board Members of Neighborhood Building Blocks Fund